

Comparability

Fall 2005





NCLB—Title I, Part A

Section 1120A. Fiscal Requirement

- Comparable Services—Title I Schools with Non-Title I Schools
- Substantially Comparable Services—All Title I Schools



Basis for Comparability

- Grade-span by grade-span basis

OR

- School-by-school basis

Annual Deadlines for Comparability Reporting (State Rule 13)

No later than October 15—LEA completes the comparability report. Each NCLB consultant will provide technical assistance to each of his/her LEAs.

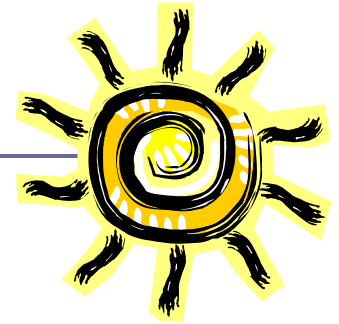
- **No later than November 1** - LEA submits its comparability report with letter containing the 3 assurances to NCLB consultant for review. Two consultants review the submission for accuracy and comparability, including review of supporting documentation.

- **November 15**—After reviewing the report and verifying that it is correct, the NCLB consultant submits the original report including a cover letter that contains the comparability status of each of his/her LEAs to Betty Cochran, Office of Federal Programs.

- **No later than December 1**—Should adjustments to staffing be necessary to achieve comparability, the LEA submits a revised report to the NCLB consultant.

- **December 15**-- the NCLB consultant submits this revised report to Betty Cochran, Office of Federal Programs. The revised report will be filed with the original report.

Comparability Reporting Requirement-- Assurances



Assurances—Required of all LEAs that must document comparability—

- 1) an LEA-wide salary schedule;
- 2) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and
- 3) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

The LEA must document the mathematical equations it uses to implement these policies.

Comparability Reporting Requirements—Forms

- Report Forms—Form ED-1910-A—General Information—All LEAs.

Form ED-1910-B—Detailed School Data--All LEAs except those with one school per grade span.

- Supporting Documentation is required for all LEAs that must prove comparability. It is kept on file at the LEA and must be checked by the consultants.

Information Needed to Complete Forms

- ED-1910-A—Schools—grades, enrollment, Title I or non-Title I
- ED-1910-B—Information required for ED-1910-A; FTE instructional staff—certified and non-teaching-- paid by local and state funds (no Pre-K); and poverty for same month as enrollment for Title I schools.

ED-1910-C1 may be used to assist in determining grade spans and/or grouping.

ED-1910-C2 and ED-1910-C3 may be used to determine FTE staff. LEA may use other documents with this information: employee name, position, source of funds, and FTE for the employee. These forms list those staff members that must be included.

Form ED-1910-A

TITLE I COMPARABILITY REPORT GENERAL INFORMATION				Date Received by Consultant
TITLE I COMPARABILITY REPORT GENERAL INFORMATION				Official: _____ (Signature)
School System: _____		Responsible Official: _____		_____ (Typed Name and Title)
County: _____		_____		_____ (Date of Form Completion)
Address: _____		_____		_____ (Telephone Number)
_____		_____		
Number of Schools, by Grade and Size				
Grade Span	Enrollment Size Range	Number of Schools		
		Title I	Non-Title I	
A	one group			
	small			
	large			
B	one group			
	small			
	large			
C	one group			
	small			
	large			
X	one group			
	small			
	large			
TOTALS				

Required, assurances are attached. If not, the report is submitted no later than December 1. If no additional documentation is required.

Signature of Consultant: _____ Date Checked: _____

Form ED-1910-A Instructions

- ❑ **Identification Information**
- ❑ **Number of Schools, by Grade and Size** – Record the number of schools in the LEA by grade span and size in accordance with the following instructions:
 - ❑ 1. Under “grade spans” enter the grade level groups as defined by the LEA (for example, K-6, 7-9, 10-12). The number of grade spans is limited depending on the number of grade levels being operated by the LEA.

10 or more grade levels above kindergarten	3 grade spans
8 or 9 grade levels above kindergarten	2 grade spans
5 or more grade levels in grades 6-12	2 grade spans
For fewer numbers of grades	1 grade span
 - ❑ An additional grade span group, **X**, is permitted for schools that overlap the grades in other schools and include 8 or more grades above kindergarten.
 - ❑ If a school serves grades in more than one group, the LEA shall include that school in the group with which the school has the most grade levels in common **or** in the group that includes the lower grade levels, **if** the school has the same number of grade levels in common with two or more groups.

Form ED-1910-A Instructions— continued

2. After excluding all schools with enrollments of 100 or less, an LEA may divide the schools in a grade span into groups of smaller and larger schools, provided the largest school is a least twice as large as the smallest. Indicate the actual range of the enrollments in one group or in the smaller and larger groups (i.e. 107-301; 305-750).
3. Record the number of Title I and non-Title I schools in each grade span and size group. Total each column.

Bottom of Form-- ED-1910-A

PURPOSE(S) OF THIS REPORT – *Check appropriate response(s).*

1. _____ This report is an original submission as of November 1. (If required, assurances are attached.)
2. _____ This is a revised submission following reallocation of resources and is submitted no later than December 1.
3. _____ Because this school system has only one school per grade span, no additional documentation is required.

Signature of Consultant

Date Checked

Signature of Consultant

Date Checked

TITLE I COMPARABILITY REPORT
DETAILED SCHOOL DATA

School System _____ This sheet is only for grade span _____
(A,B,C,X)

One Group ☐
Smaller Group ☐
Larger Group ☐

1	1a	2	3	4	5	6
Title I Schools Or Title I Schools with High Percentages of Poverty School Name	Poverty Percentage	Actual Grade Span	Students Enrollment (No Pre-K)	FTE Staff – Paid by Local and State (No Pre-K)	Col. 3 Divided by Col. 4	If Not Comparable, Mark "X"
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Bottom of Form 1910-B

	3A		4A	
Non-Title I Schools Or Title I Schools with Lower Percentages of Poverty School Name	Poverty Percentage	Actual Grade Span	Students Enrollment (No Pre-K)	FTE Staff – Paid by Local and State (No Pre-K)
1.				
2.				
3.				
4.				
5.				

<u>Averages</u> for Non-Title I Schools or Title I Schools with Lower Percentages of Poverty In this grade span and size grouping.	<u>Average</u> of Column 3A	<u>Average</u> of Column 4A	5A (Column 3A divided by 4A)
			5B (Column 5A X 110%)

Form ED-1910-B Detailed School Data

Instructions

- ❑ In the upper right hand corner of the form enter the number of this sheet and the total number of ED-1910-B sheets being submitted.
- ❑ **School System** – Supply the school system name.
- ❑ **Grade Span and Size** – Following the words “grade span” enter A, B, or C, or the optional group X, in accordance with the groupings shown on Form ED-1910-A. Mark an “X” in one of the three boxes to indicate the enrollment size group of the schools being reported.

Form ED-1910-B Instructions

Continued

Title I Schools or Title I Schools with Higher Percentage of Poverty

- **Column 1 – Name**
- List by name each Title I school in this grade span and size group. Use additional sheets if necessary.
- **Column 1A – Poverty Percentage**— Use when comparing higher poverty to lower poverty. List in descending order of poverty. Use poverty percentage of same reporting period as enrollment.
- **Column 2 – Actual Grade Span**
- Enter the actual span of grades operated in each school.
- **Column 3 – Students Enrolled—excluding Pre-k students**
- Record the actual number of students enrolled in each school *on the date being used for reporting*.
- **Column 4 - FTE Staff—excluding Pre-k and federally funded positions**
- Determine the number of FTE instructional staff members paid with State and local funds who are regularly assigned to each school listed. Prorate time as necessary and express the result *to the nearest tenth*.
- **Column 5 – Column 3 Divided by Column 4**
- Enter the result of dividing Column 3 by Column 4. Express the result *to the nearest tenth*, as in 19.5 pupils per staff member.
- **Column 6 - If not Comparable, Mark "X"**
- After the figures have been calculated for the non-Title I or low percentage schools (*instructions provided below*), box 5B will contain the number to be used for comparison with the Title I schools. Compare the entry in Column 5 for each Title I school to the figure in Box 5B. If an entry in Column 5 is more than the entry in Box 5B, mark an "X" on the same line in Column 6.

Continued

Non-Title I Schools or Title I Schools with Lower Percentages of Poverty

- Repeat steps for columns 1, 1A for Title I schools only, 2, 3A, and 4A. (Columns 3A and 4A will be used for averages at bottom of page.)

Form ED-1910-B Instructions

Continued

Non-Title I School Averages or Title I Schools with Lower Percentages of Poverty

- ❑ **Column 3A – Average Enrollment—excluding Pre-k students.**
- ❑ Total the number of students enrolled in these schools and divide by the number of such schools. Enter the result *to the nearest student* in Column 3A at the bottom of the page.
- ❑ **Column 4 A– Average FTE Staff—excluding Pre-k and federally funded staff**
- ❑ Determine the number of full-time equivalent instructional staff members at each school. Total these amounts and divide by the number of schools. Enter the result *to the nearest tenth* in Column 4A at the bottom of the page.
- ❑ **Box 5A –** Enter the result of dividing column 3A by column 4A. Express the result *to the nearest tenth*.
- ❑ **Box 5B –** Multiply the amount in Box 5A by 110%, and enter the result in Box 5B *to the nearest tenth*.



Optional Forms--Worksheets

- ED-1910-C1—Schools—This form could be of assistance in completion of Form A and/or Form B.
- ED-1910-C2—Certified Instructional Personnel and ED-1910-C3—Non-Certified Instructional Personnel—Both of these forms could be of assistance in completion of Form B.

Form-ED-1910-C1

System_____

COMPARABILITY WORKSHEET -SCHOOLS – *Optional*

			Grade Span													
Name of School	Enrollment	Poverty	K	1	2	3	4	5	6	7	8	9	10	11	12	
1.																
2.																
3.																
4.																
5.																
6.																
7.																
8.																
9.																
10.																
11.																
12.																
13.																
14.																
15.																

Form ED-1910-C1-Schools

Comparability Worksheet– optional

- **System** - Record the school system name.
- **Name of School** - List by name every school in the LEA.
- **Enrollment** - For each school listed, record enrollment information. Available data closest to October 1 should be used.
- **Poverty** – For each Title I school listed, record poverty information for the same time period used for enrollment.
- **Grade Span** - For each school listed, indicate by “X” all the grades included in that school.

Form ED-1910-C2

COMPARABILITY WORKSHEET –Optional

CERTIFIED INSTRUCTIONAL PERSONNEL

System_____ School_____ Grade Span_____

Enrollment_____ as of _____ Title I_____ Non-Title I_____

**INCLUDES TEACHERS, PRINCIPAL, CONSULTANTS, SUPERVISORS OF INSTRUCTION, LIBRARIANS, GUIDANCE, AND PSYCHOLOGICAL PERSONNEL ASSIGNED TO THIS SCHOOL – Excluding Pre-school—
See Section 1120 A(5) for possible exclusions.**

(1) Name of Employee	(2) Position	(3) Source of Funds	(4) FTE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

FORM ED-1910-C2 –COMPARABILITY WORKSHEET--

CERTIFIED INSTRUCTIONAL PERSONNEL-- optional

- *One form should be completed for **each** school being compared. Duplicate this form as necessary.*
- **System** - Record the school system name.
- **School** - Record the name of the school.
- **Grade Span** - Record actual grade span of the individual school. (i.e. K-6)
- **Enrollment** - Record number of students enrolled, whether absent or present in the individual school **as of** the reporting date. (*Use School Attendance Reports or other documented source.*) Available data nearest October 1 should be used.
- **Title I/Non-Title I** - Indicate by "X" whether the school is Title I or non-Title I.
- **Column 1 - Name of Employee**
- List the name of all certified instructional personnel employed at the school, whether full or part-time. (*Use payroll, time records, and/or other documented sources.*)
- **Column 2 - Position**
- For each person named in column 1, state the position in the school.
- **Column 3 - Source of Funds**
- For each person named in column 1, state the funding source of salary; whether state and local or federal.
 - **Column 4 - FTE**
 - For each person named in column 1, state the fte.

NON-CERTIFIED INSTRUCTIONAL PERSONNEL

☐ System _____ School _____ Grade Span _____
☐ Enrollment _____ as of _____ Title I _____ Non-Title I _____

- ☐ INCLUDES AIDES, CLERICAL PERSONNEL, AND OTHER PARAPROFESSIONALS WHO ARE EMPLOYED TO ASSIST INSTRUCTIONAL STAFF MEMBERS PROVIDING INSTRUCTIONAL SERVICES ASSIGNED TO THIS SCHOOL. *Do not include custodial and food service staff or Pre-k.*

(1) Name of Employee	(2) Position	(3) Source of Funds	(4) FTE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			23

FORM ED-1910-C3 – NON-CERTIFIED

INSTRUCTIONAL PERSONNEL--*Optional*

- ❑ *One form should be completed for **each** school being compared. Duplicate this form as necessary.*
- ❑ *The **top portion** of this form is completed as per the instructions for ED-1910-C2 above.*
- ❑ **Column 1 - Name of Employee**
- ❑ List the name of all non-certified instructional personnel employed at the school, whether full or part-time. *(Use payroll, time records, and/or other documented sources.)*
- ❑ **Column 2 - Position**
- ❑ For each person named in column 1, state the position in the school.
- ❑ **Column 3 - Source of Funds**
- ❑ For each person named in column 1, state the funding source of salary; whether state and local or federal.
- ❑ **Column 4 - FTE**
- ❑ For each person named in column 1, give the FTE.

Contact Information

For technical assistance,
contact your NCLB
consultant.



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